FCDJFS RFP Proposal External Evaluation & Notes Form
Youth Afterschool Programs September 2013 – May 2014

Type of Afterschool Proposal: Elementary ☐ **Middle School** ☐ **High School** ☐

Proposal Reviewed: _____

Reviewed By (please print): _____

Reviewer's Signature: _____

Review Committee Date: _____

Total External Score	

Agency History and Experience

Agency History and Experience	*Reviewer's Notes:*	**0 – 15 points**

• Each organization is responsible for providing an account of the organization's experience, including:
   o Organization's history (brief description)
   o Mission statement
   o Strategic goals
   o Initiatives and/or outcomes relating to youth services
• They must outline their experience in providing programs or services to youth
   o Notate if the organization has a division or department dedicated to youth services
   o Indicate how many youth the program serves annually (not inclusive of the proposed number of youth to be served under this funding)
• What experience does the organization have in providing youth afterschool programs, including:
   o Specific programs implemented in the past two years
   o Provide details of the program model(s)
   o What time periods did programming occur
   o Number of youth served
   o Ages of youth served
   o Number of program staff
   o Program budget(s)
   o Funding source(s)
• Describe the outcomes of the program(s) implemented in the last two years:
   o Successes
   o Challenges
   o Lessons learned in operating youth programs		

Agency History and Experience- continued

Agency History and Experience- continued	Reviewer's Notes:	
- Describe how the agency's accounting procedures will ensure compliance with federal and state: - o Standards - o Principles - o Regulations - How will their accounting procedures protect FCDJFS from fraud and abuse - The organizations history, experience, outcomes and accounting procedures demonstrate the organization's ability to meet the requirements of the RFP and support their proposed youth afterschool program - o High ▪ 13 – 15 points - o Moderate ▪ 6 – 10 points - o Low ▪ 0 – 5 points		
Total Points- Agency History and Experience *(15 possible points)*		

Additional Reviewer's Notes:

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General Requirements

General Requirements	Reviewer's Notes:	0 – 10 points

• The outlined program must support the general requirements of the RFP
<u>Cultural and linguistic services</u>
• Proposal demonstrates the organizations ability to provide culturally and linguistically appropriate services
<u>Age group (elementary, middle or high school)</u>
• Identified target age group
   o Programs may serve multiple age groups, however they must submit separate proposals per age group
<u>Program areas</u>
• Two program areas outlined, with one being academic enrichment and achievement
<u>Nutritional snack or dinner</u>
• Provides a nutritional snack or dinner during program
   o Use of feeding program preferred
<u>Operational requirements</u>
• At least 30 weeks of programming
• Elementary programs
   o Minimum of 10 hours per week
• Middle school programs
   o Minimum of 7 hours per week
• High school programs
   o Minimum of 4 hours per week
• Percentage of time (per week)
   o 75% of the program hours occur Monday through Friday
   o Only 25% of the program hours may occur over the weekend period
<u>Staffing Ratio</u>
• FCDJFS follows the rules established by ODJFS as related to staff-to-youth ratios
• Ratio for school age youth kindergarten to 11 years of age
   o 1:18, 1 staff member per every 18 youth
• Ratio for school age youth 11 to 14 years of age
   o 1:20, 1 staff member to every 20 youth
• There must be at least one additional program staff on the premises who can be utilized to maintain staff ratios
• No youth should be left unsupervised at any time		

Additional Reviewer's Notes:

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General Requirements- continued

General Requirements (continued)	Reviewer's Notes:	
• The outlined program meet the general requirements of the RFP 　○ All or the majority of the outlined program meets the general requirements of the RFP, no major changes needed 　　▪ 8 – 10 points 　○ Some of the of the outlined program meets the general requirements of the RFP, additional information or changes needed 　　▪ 5 – 7 points 　○ The majority of the of the outlined program does not meet the general requirements of the RFP, major information or changes needed 　　▪ 0 – 4 point		
Total Points- General Requirements *(10 possible points)*		

Additional Reviewer's Notes:

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Programming

Programming- Model, Activities, Outcomes and, Goals Evaluation Tool, and Partners and Subcontractors (if applicable)	*Reviewer's Notes:*	**0 – 75 points**
Model ● The described program model will successfully serve the target population ● Model is appropriate and realistic for the target population Activities ● The described activities are appropriate for the targeted population ● Activities are in line with the program model ● Proposal was able to substantiate how described activities will help achieve the outlined program outcomes and goals Outcomes and goals ● Proposal clearly identifies the outcomes and goals of the program ● Outcomes and goals are in line with targeted program areas ● Outcomes and goals seem achievable by the outlined program model and activities ● Outcomes and goals are at an appropriate level (not too high, not too low) for the targeted population Evaluation tool ● Evaluation tool(s) identified and described (or provided) ● Evaluation tool(s) is effective in measuring program outcomes and goals ● Evaluation tool(s) is able to monitor, track and measure outcomes ● Evaluation tool(s) is able to demonstrate a participant's success in mastering program goals through the youth's participation in program activities ● Evaluation tool(s) is appropriate for the targeted population ● Evaluation tool measures progress at an appropriate level (does not evaluate the progress at a rate that is too high or too low) Partners and subcontractors (if applicable) ● Identified partners and subcontractors are appropriate to render the services they are outlined to provide		

• Subcontracted services or program partners demonstrate the ability to effectively support the model, activities, and goals and outcomes of the program		

Additional Reviewer's Notes:

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Programming- continued

Programming- Model, Activities, Outcomes and Goals Evaluation Tool, and Partners and Subcontractors (if applicable)	Reviewer's Notes:	

• The described program model , activities, outcomes and goals, evaluation tool, and partners and subcontractors (if applicable) demonstrate the agency's ability to provide high quality programming for their outlined target population
  o High- the described program components demonstrate the agency's ability to provide high quality programming for the targeted population
    ▪ 60 – 75 points
  o Moderate- the described program components demonstrate the agency will provide programming at a moderate level for the targeted population, additional information or changes needed
    ▪ 50 – 59 points
  o Low- the described program components		

demonstrate the agency will provide programming at a low level for the targeted population, major information or changes needed • 0 – 49 points		
Total Points- Programming *(75 possible points)*		

Additional Reviewer's Notes:

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Marketing, Enrollment and Reporting

Marketing	*Reviewer's Notes:*	**0 –5 points**

• Each agency is responsible for marketing their program, participant recruitment and enrollment
• A brochure or planned promotional material must be attached
• The bidder has identified a marketing strategy to effectively recruit participants
   o High
      • 4 – 5 points
   o Moderate
      • 2 – 3 points
   o Low
      • 0 – 1 point		

Enrollment	*Reviewer's Notes:*	**0 –10 points**

- Program enrollments and the collection of verification documentation is the responsibility of the agency - Agency will be responsible for collecting - Social security numbers - Lawful resident status documentation (if applicable) - Eligibility verification which include documentation of one of the following: - Earned income - Unearned income - FCDJFS benefits - Free and reduced lunch - Agency must provide the date they plan to start enrolling participants into the program - The program's enrollment process and program orientation supports the agency's ability to successfully enroll youth participants and collect all needed documentation - High 8 – 10 points - Moderate 4 – 7 points - Low 0 – 3 points		
Reporting - Agency must provide established mechanisms to maintain and deliver accurate and timely reporting of eligibility verification, documentation of program activity and attendance - High 8 – 10 points - Moderate 4 – 7 points - Low 0 – 3 points	*Reviewer's Notes:*	**0 –10 points**
Total Points- Marketing, Enrollment and Reporting *(25 possible points)*		

Human Resource Components

Staffing, Hiring Plan and Training	*Reviewer's Notes:*	**0 – 20 points**

Staffing
• Key staff working within the program have been identified (if hired)
    o Names and job titles listed
• Roles and responsibilities of staff listed
• Management structure of the program provided
• Supervision of participants explained
• Job descriptions for all afterschool program positions included
• Resumes for current afterschool employees submitted
• The staffing pattern meet the staff to participant ratio required by the RFP
Hiring plan
• Outline of the plan to hire staff
• Timeline for hiring staff provided
Training
• Supplied a timeline for training staff
• Detailed summary of training for afterschool staff provided
• Described human resource components: staffing, hiring plan and training meet the standards of the RFP
    o High
        • 13 – 15 points
    o Moderate
        • 6 – 10 points
    o Low
        • 0 – 5 points		

	Total Points- Human Resource Components *(20 possible points)*	

Additional Reviewer's Notes:

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Budget Document

Budget document	Reviewer's Notes:	0 – 5 points
- Each agency is required to submit the FCDJFS budget document for their program - Costs appear reasonable for the services being provided - Contains detailed explanations and/or justifications for all costs - Costs demonstrate a link between proposed program's activities and outcomes and goals - High 4 – 5 points - Moderate 2 – 3 points - Low 0 – 1 point		
Budget Documents Points *(5 possible points)*		

Additional Reviewer's Notes:

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